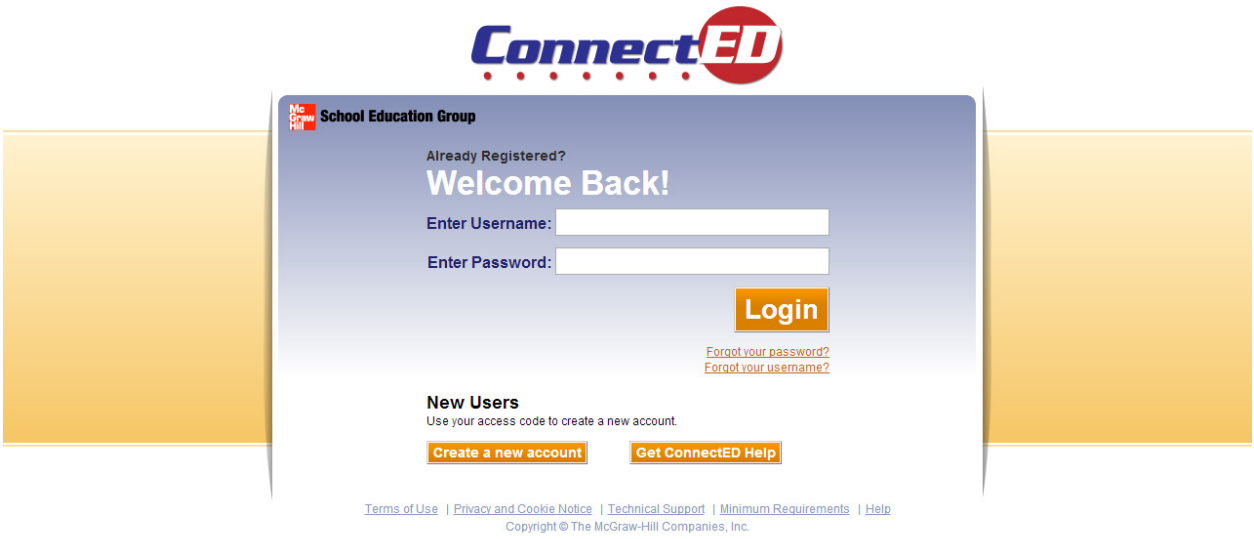
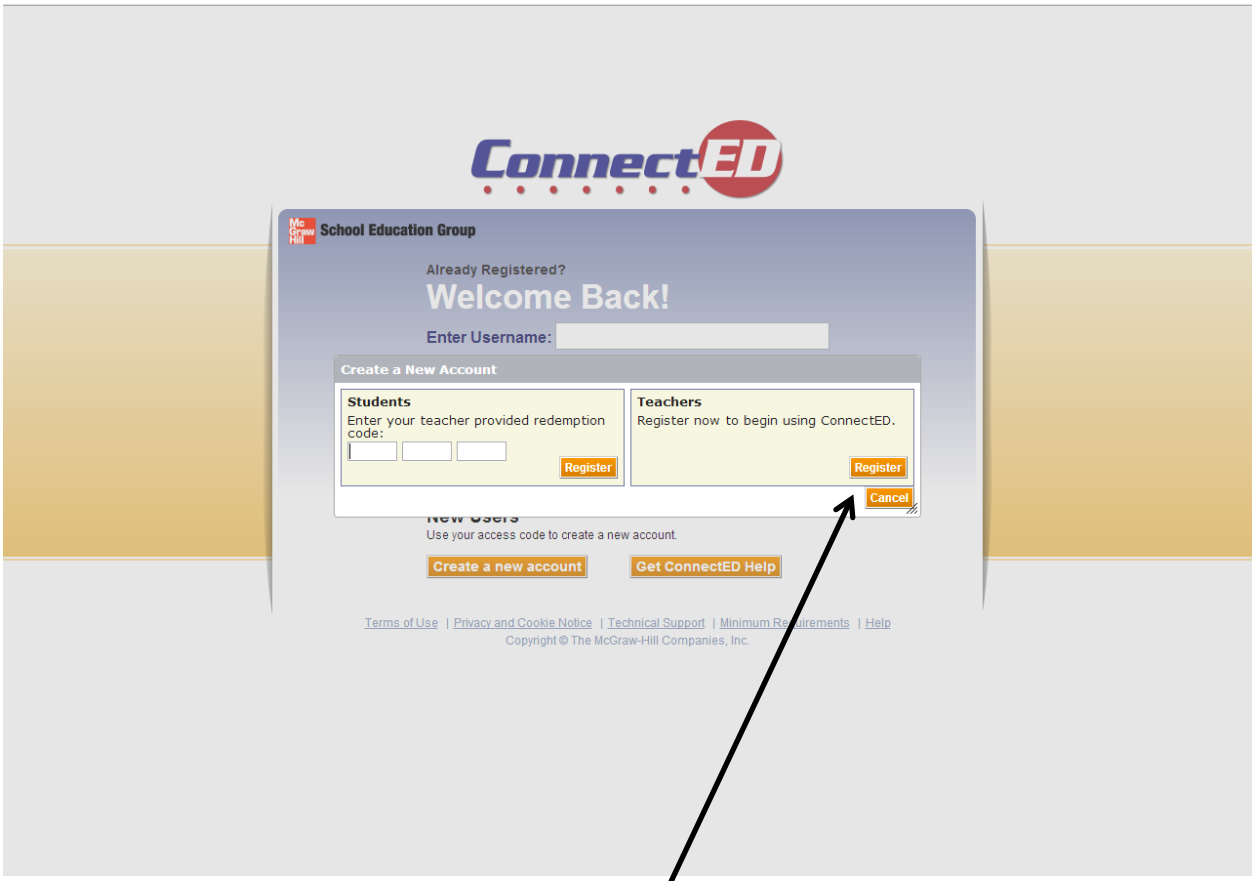
Teacher User Guide

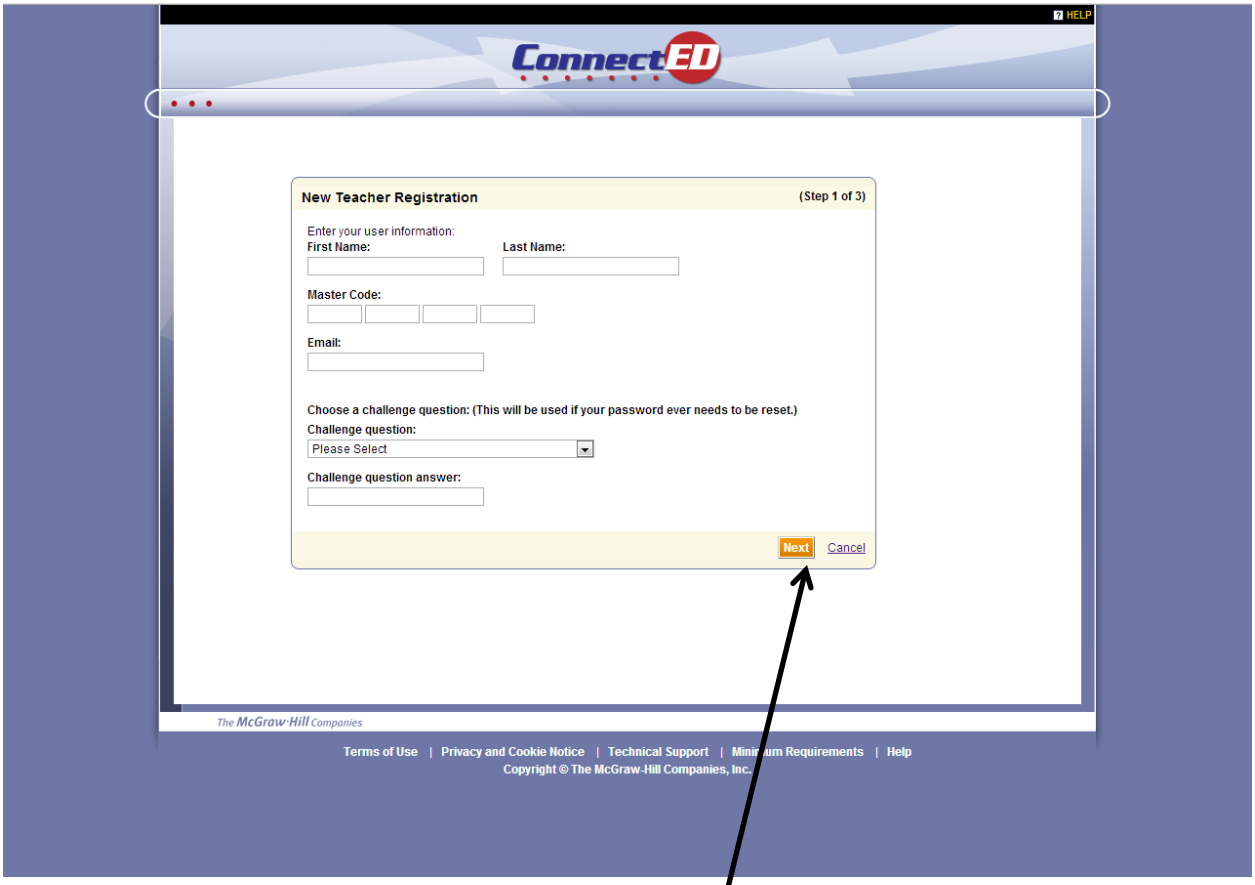
Your Master Code Holder will have given you the link to the ConnectEd Platform along with Master Codes for Teacher and Student Editions. You will now be able to access the Teacher Edition and create a redemption code from the Master Code you have been provided for the Student Edition, this means that you can then assisgn the content to Students if required. You can assign content to a student that may have been loaded to the ConnectEd Platform or add a Student to the Platform indivdually and assign content accordingly.



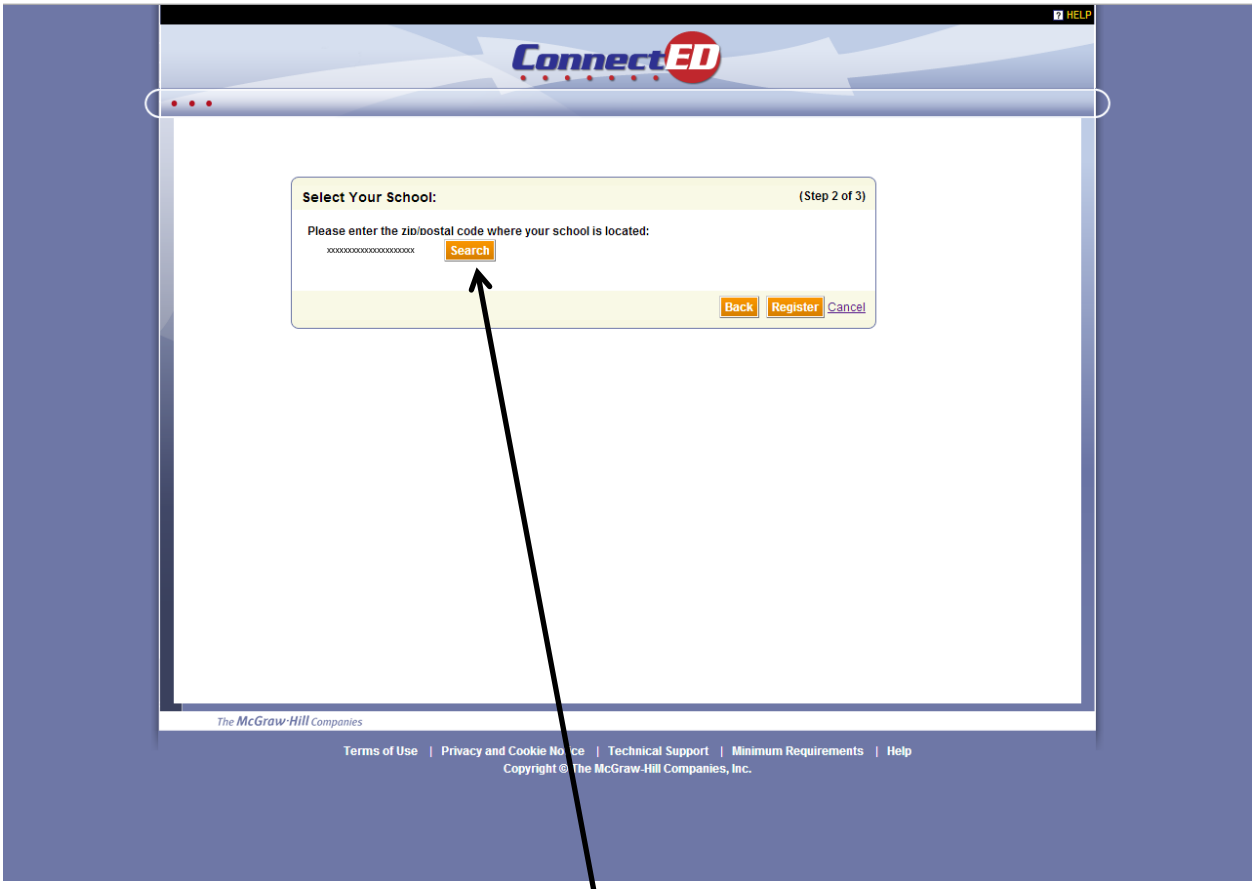
The Teacher will need to click on "Create New Account"



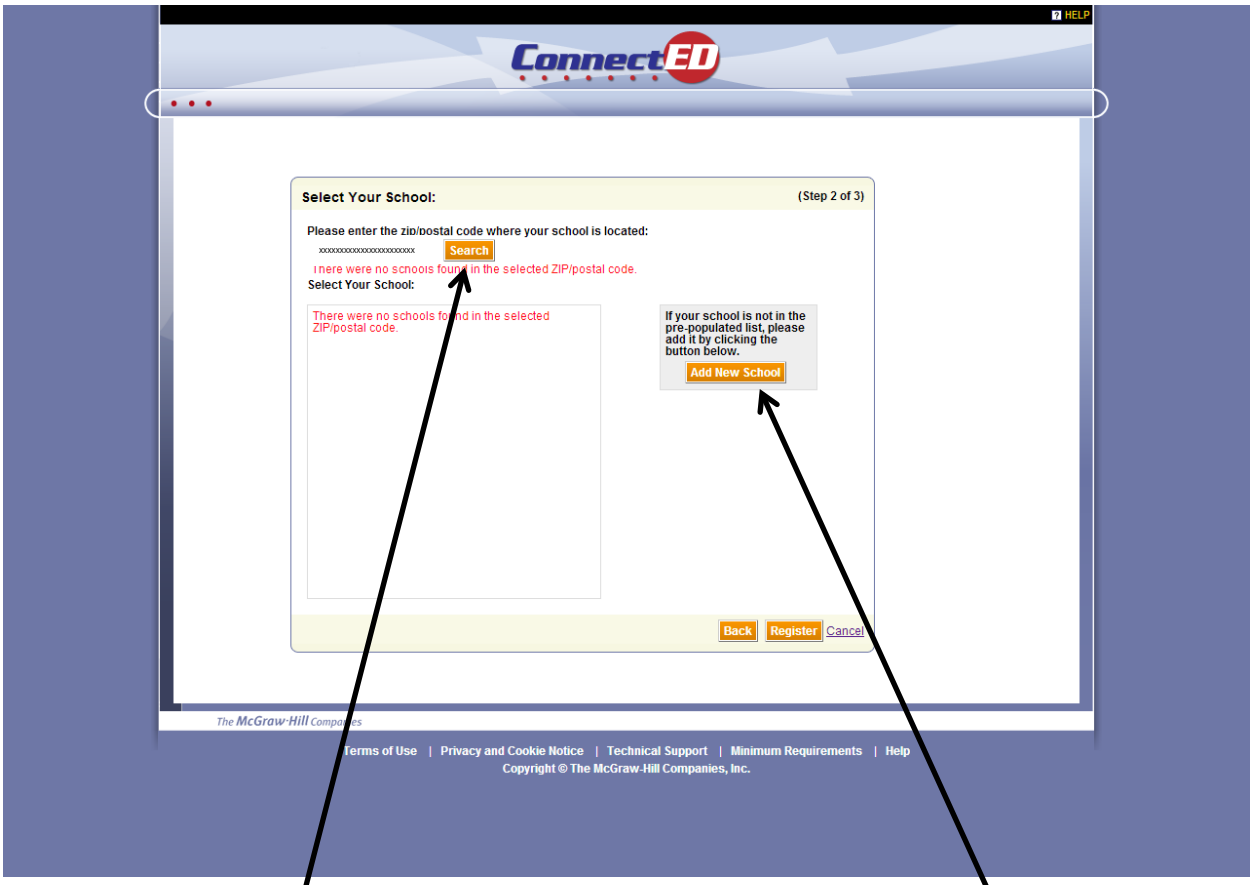
Teachers click on this option to register



The Teacher needs to complete the boxes in this screen and press Next once completed

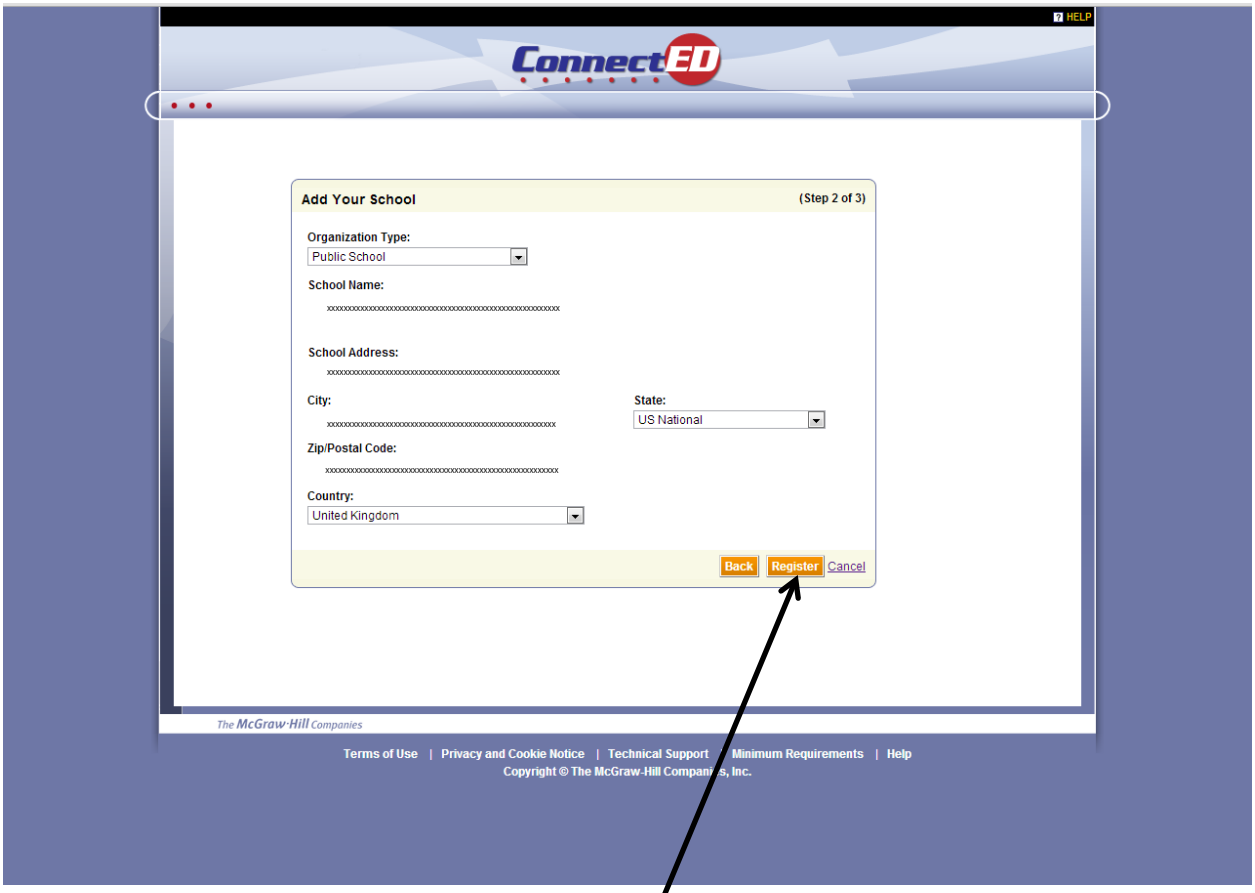


Insert the school postal code and click on Search



Input the postal code and press Search.

If your school does not appear click on the Add New School option

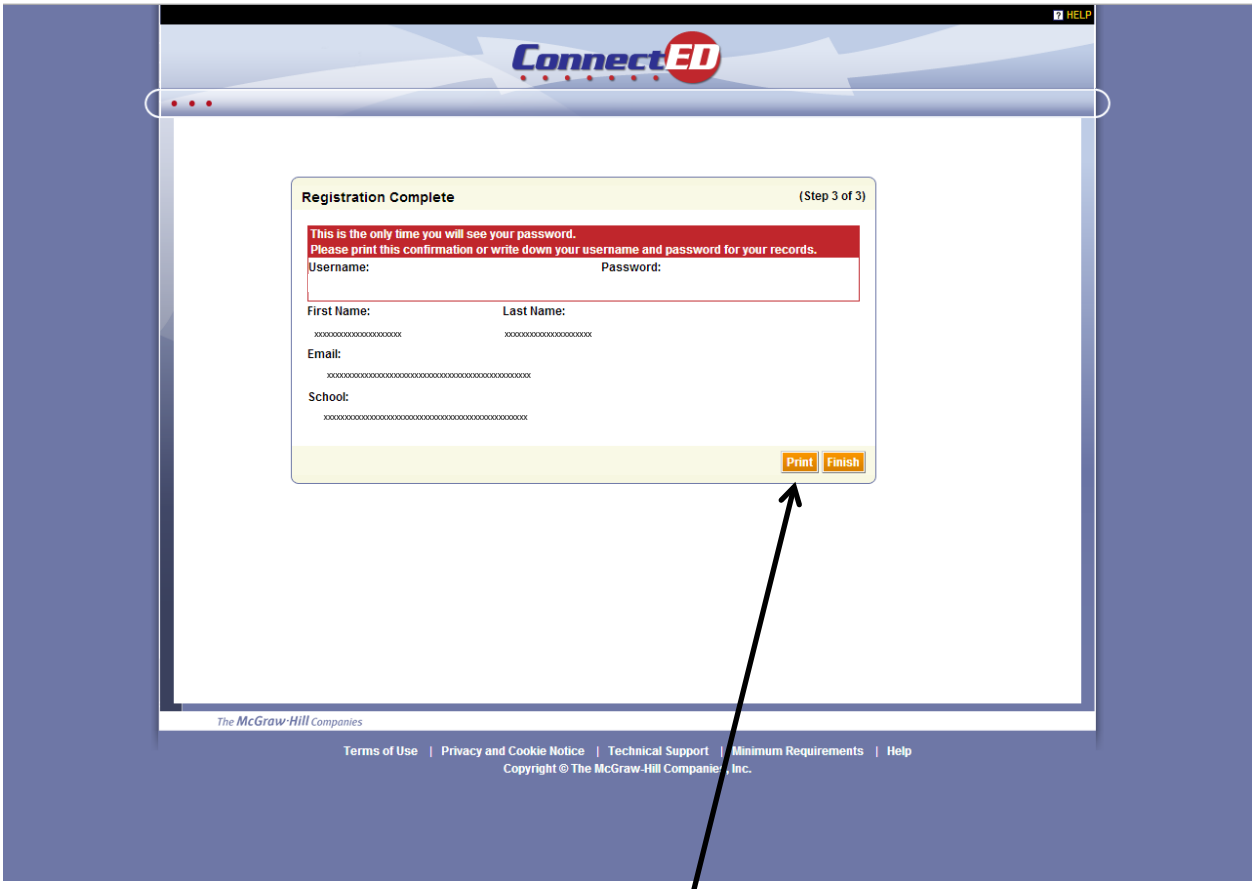


Complete the address details for the school

Organization Type = Public School

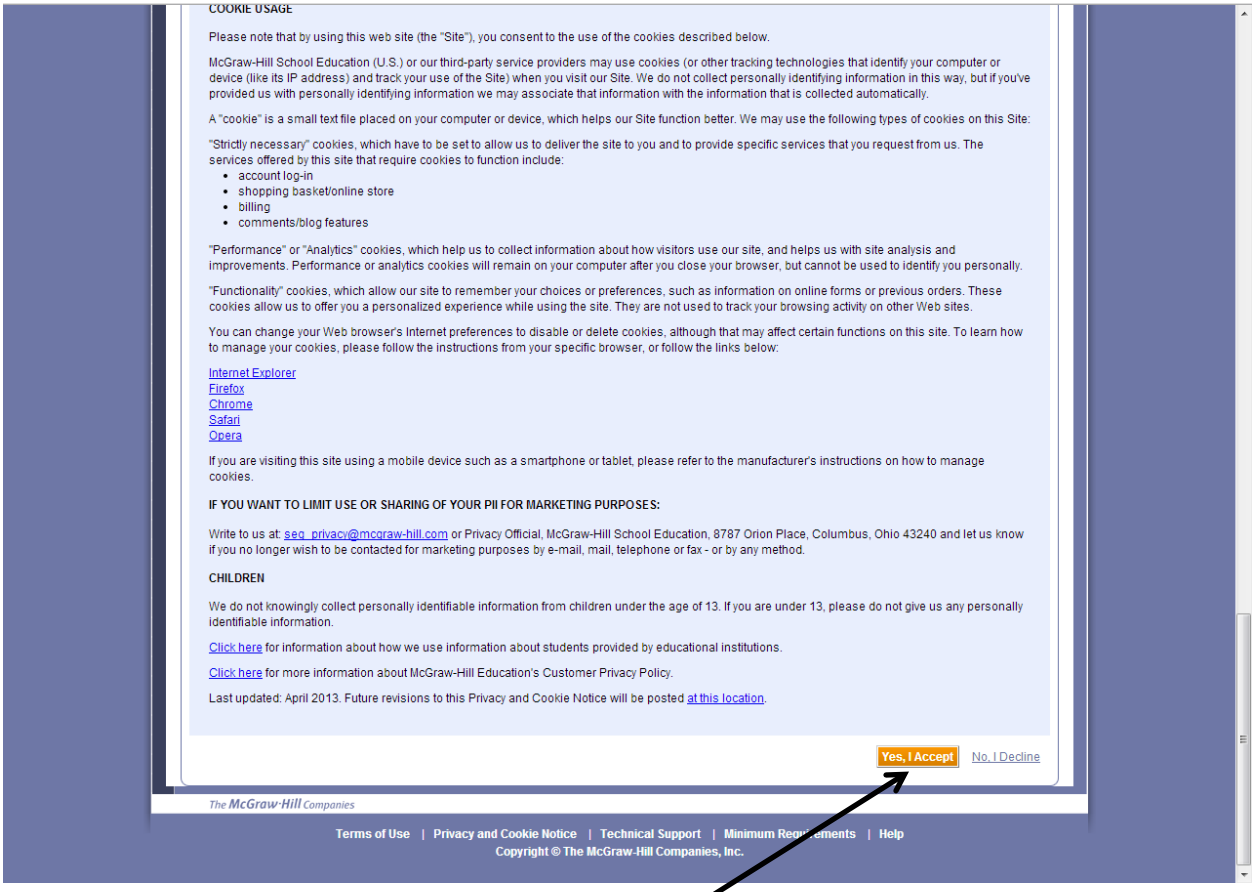
State = US National

Click Register

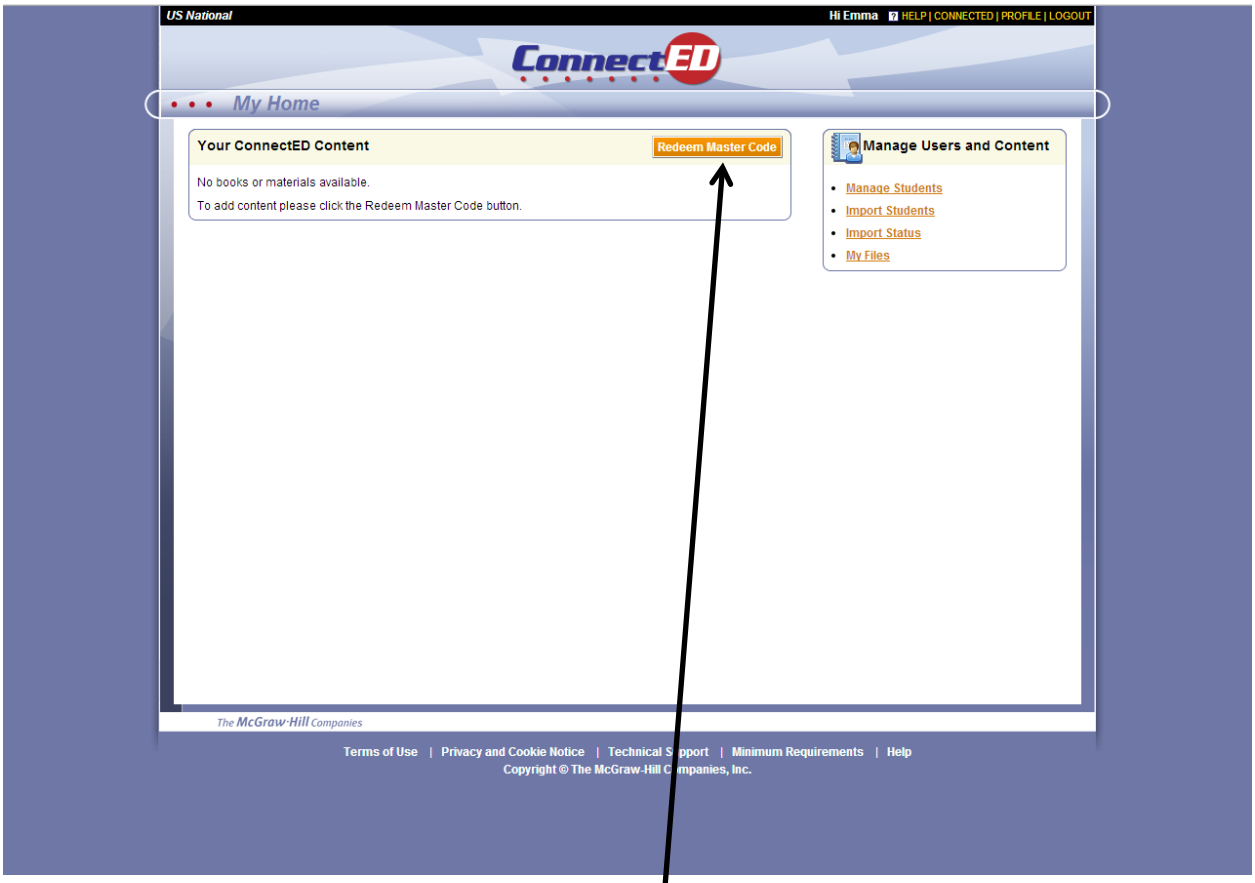


Once registration is complete the system will generate your Username & Password.

Please print this page or write down your username and password



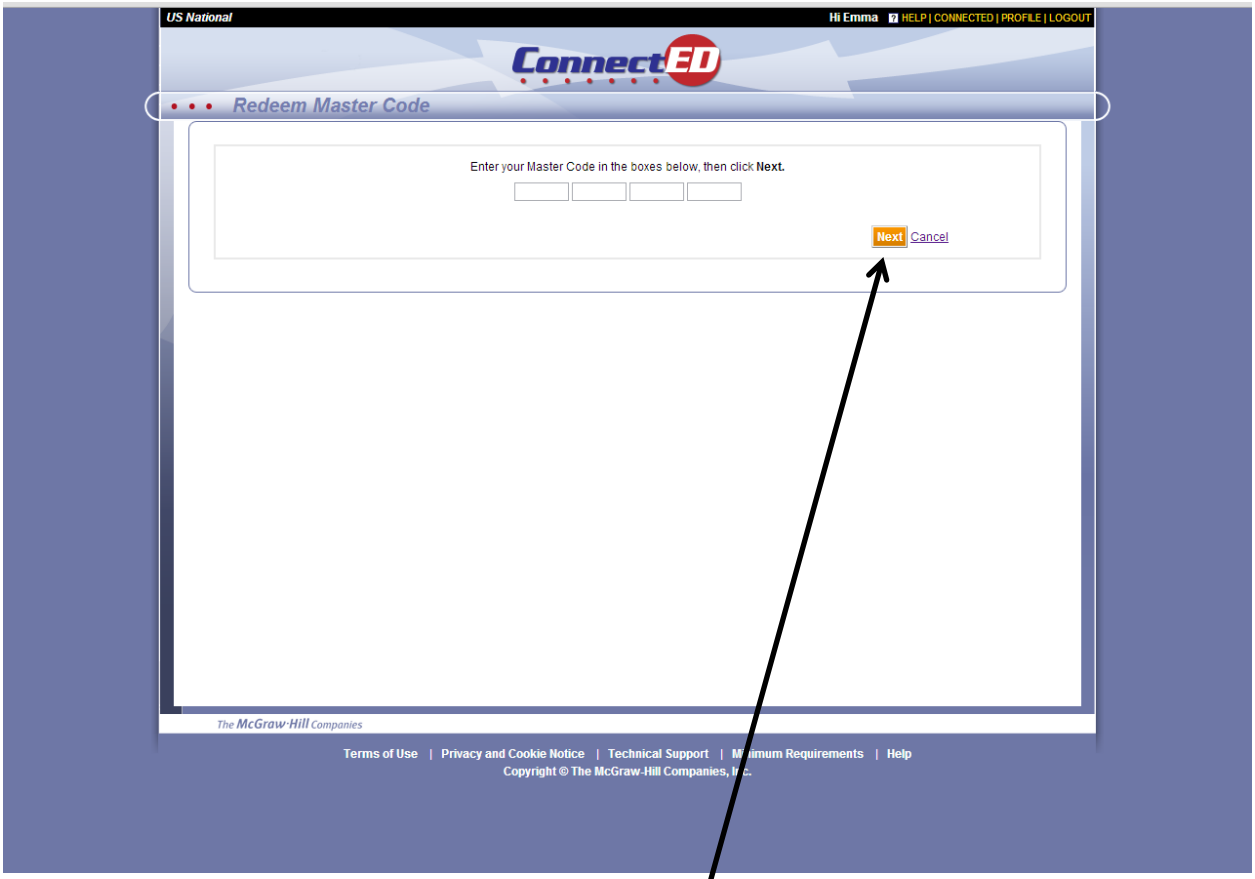
The MHE Terms of Use will appear, please read this document and click the Yes, I accept button



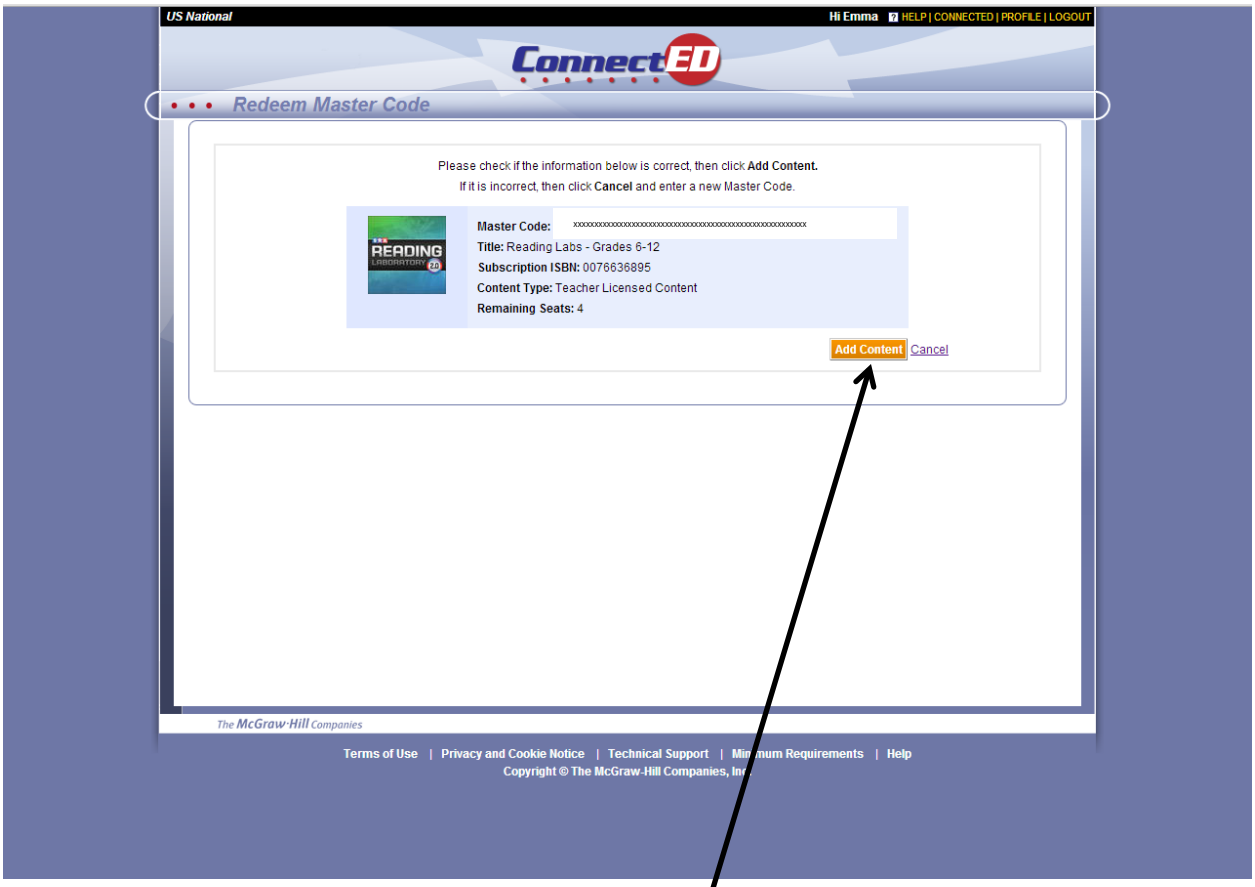
Once you complete registration the system will take you to the "home page" (Book Bag) Screen – Click on "Redeem Master Code".

Downloading the resource to your Book Bag

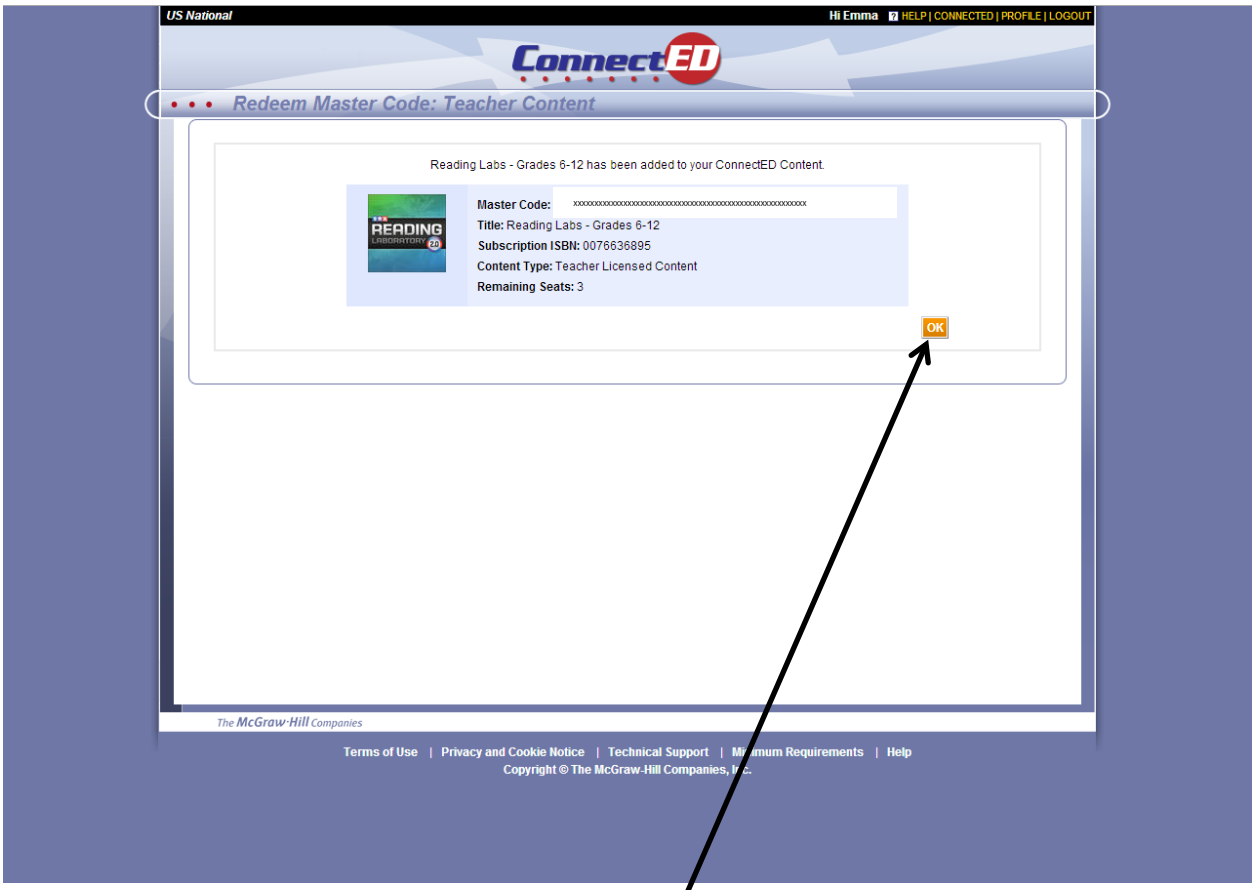
Use the Master Code Number that your Master Code Holder (the same number that you used to register)



Input the Master Code Number that you have and click "Next".



Click “Add Content”


US National
Hi Emma
HELP | CONNECTED | PROFILE | LOGOUT
ConnectED
Redeem Master Code: Teacher Content
Reading Labs - Grades 6-12 has been added to your ConnectED Content.
Master Code:
Title: Reading Labs - Grades 6-12
Subscription ISBN: 0076636895
Content Type: Teacher Licensed Content
Remaining Seats: 3
OK
The McGraw-Hill Companies
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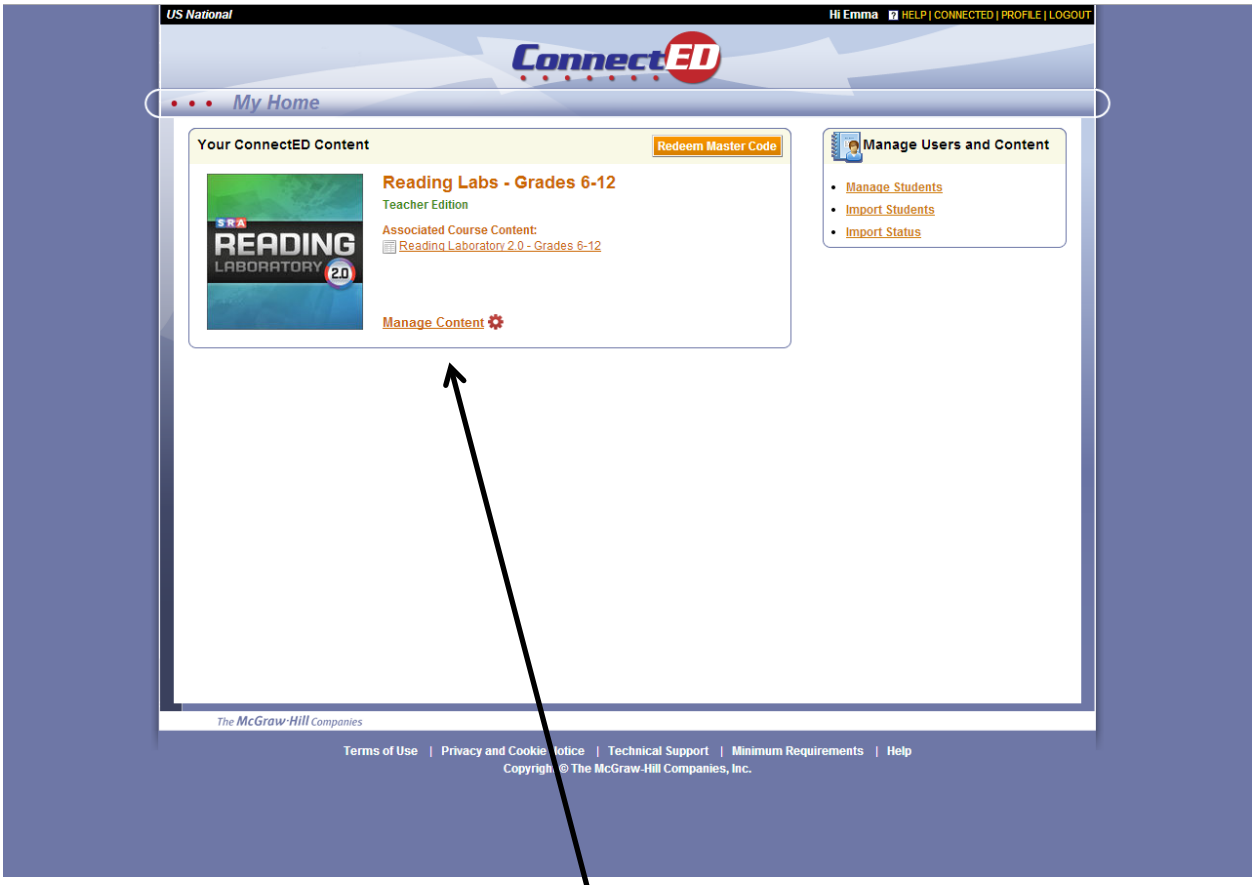
Click OK



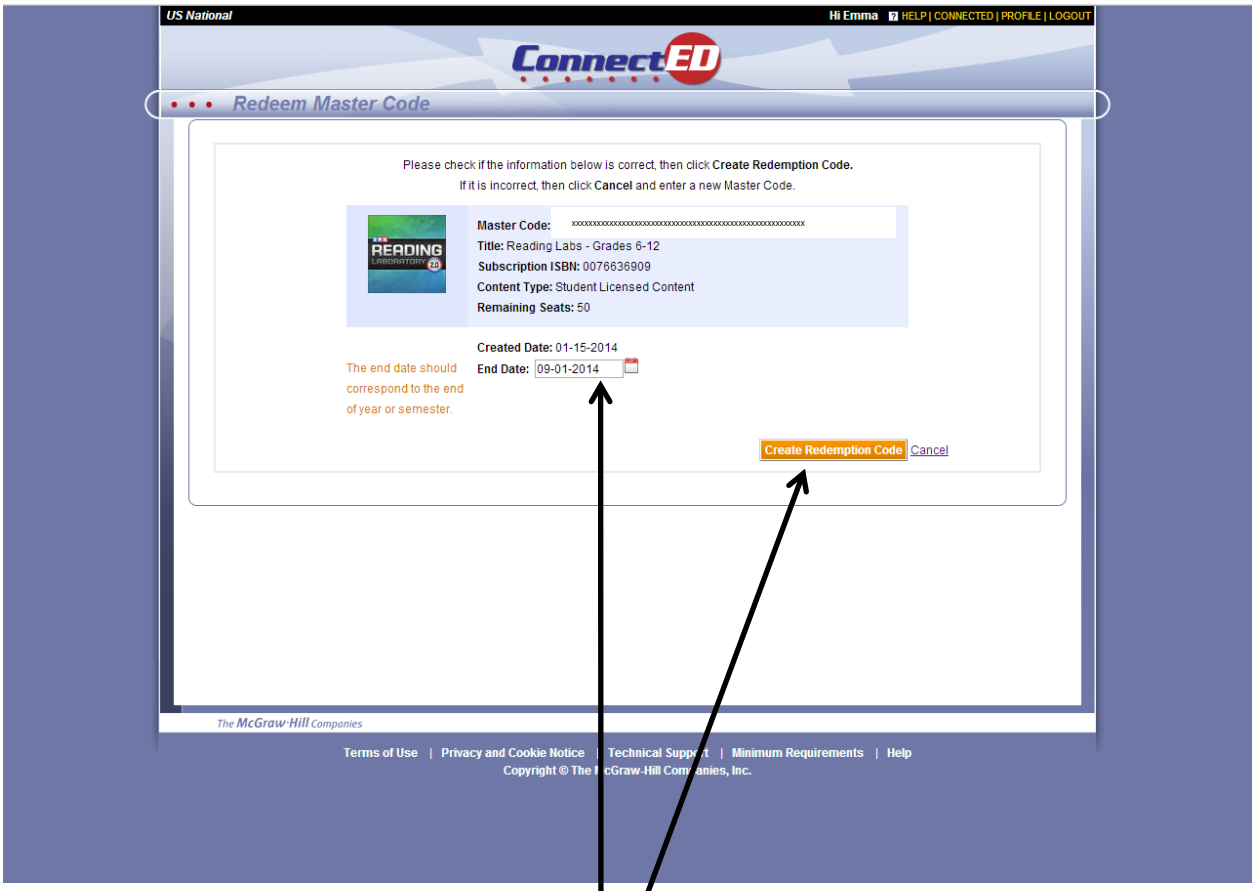
The Content has now been loaded to your Book Bag

Redeeming Student Edition to Book Bag as the Teacher to create redemption code to assing to students. This can be done by the Master Code Holder or the Teacher. Students can be assigned the resource individually or via an imported spreadsheet.

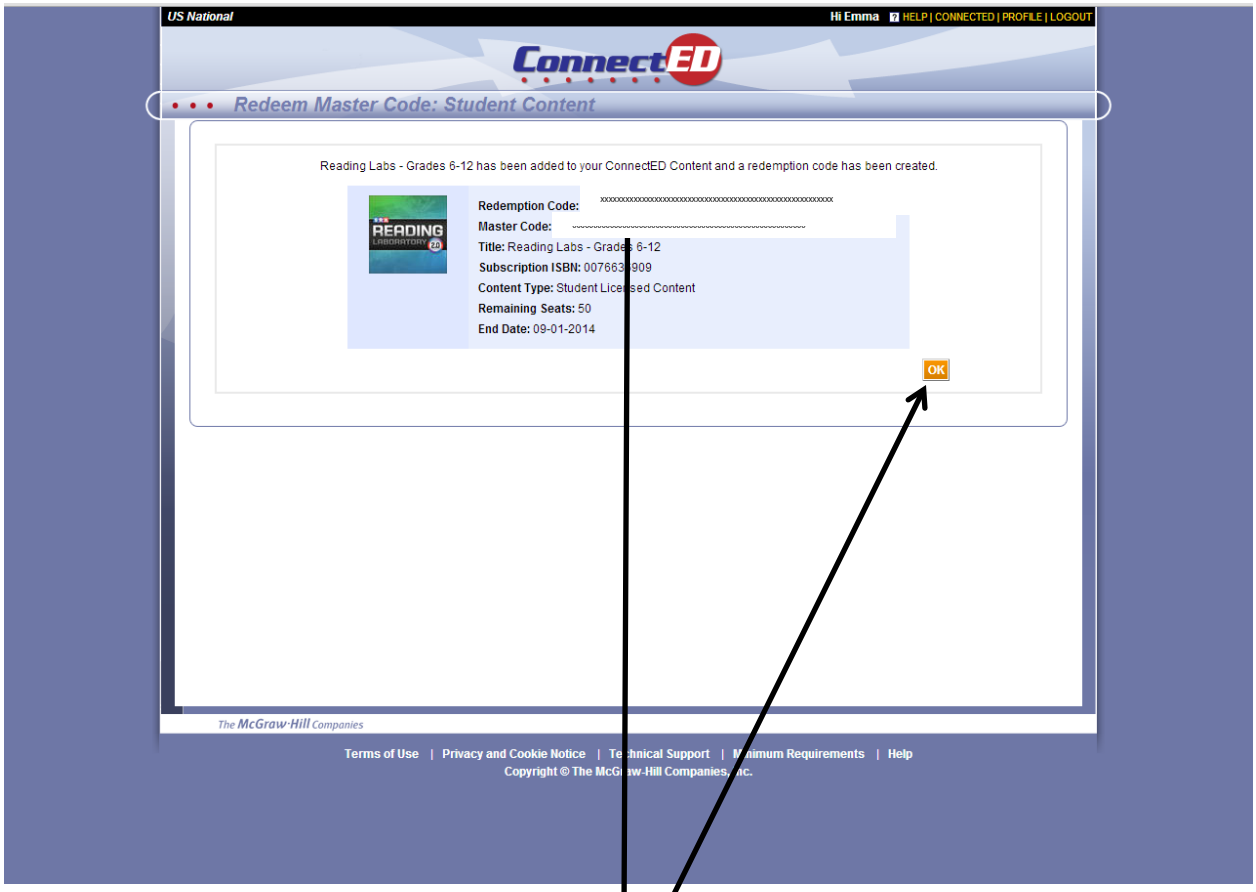
Click on Redeem Master Code. The Master Code Holder will confirm the Master Code Number for Student Edition to create the redemption code.

Insert/paste the Master Code Number into the box above and click Next to continue

Creating the Redemption Code

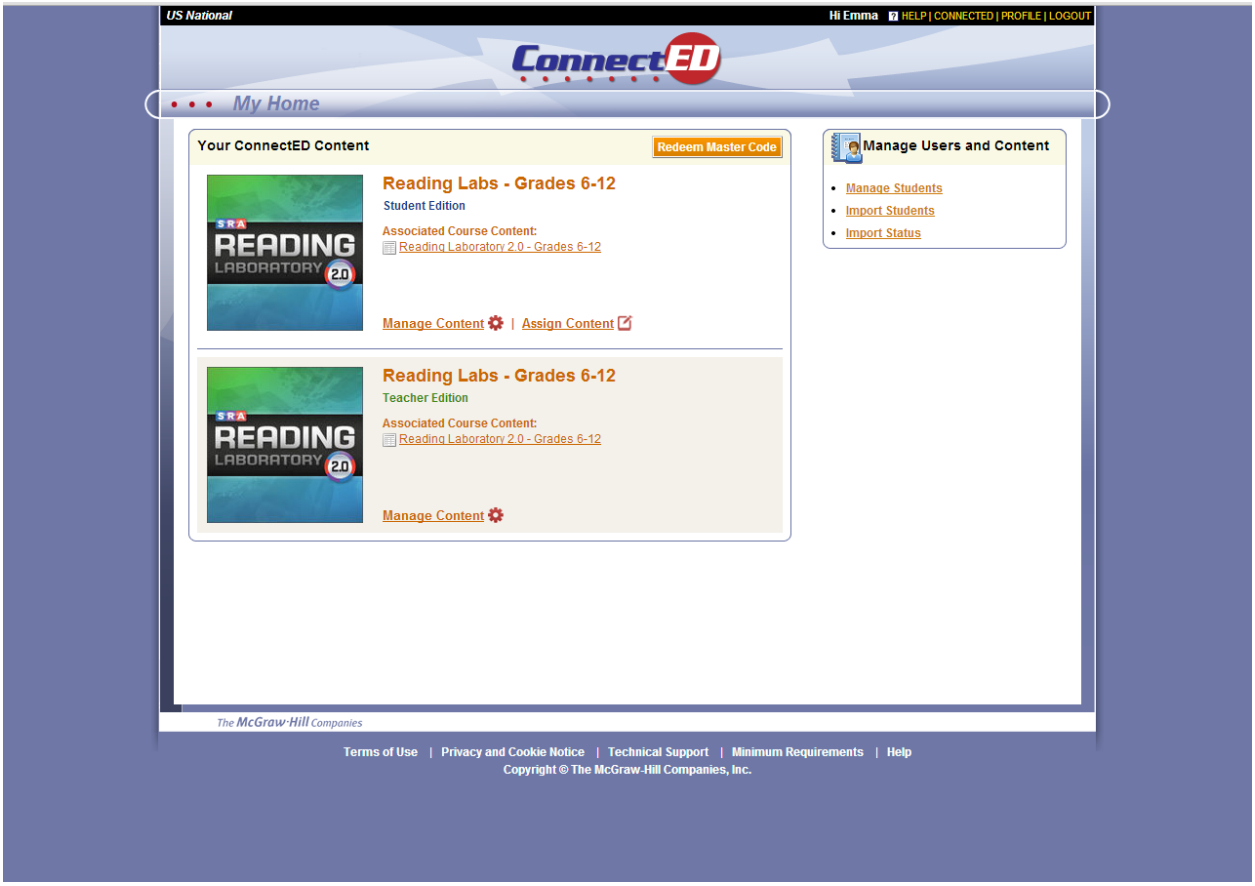


Input the end date – This should be the end of term and click Create Redemption Code



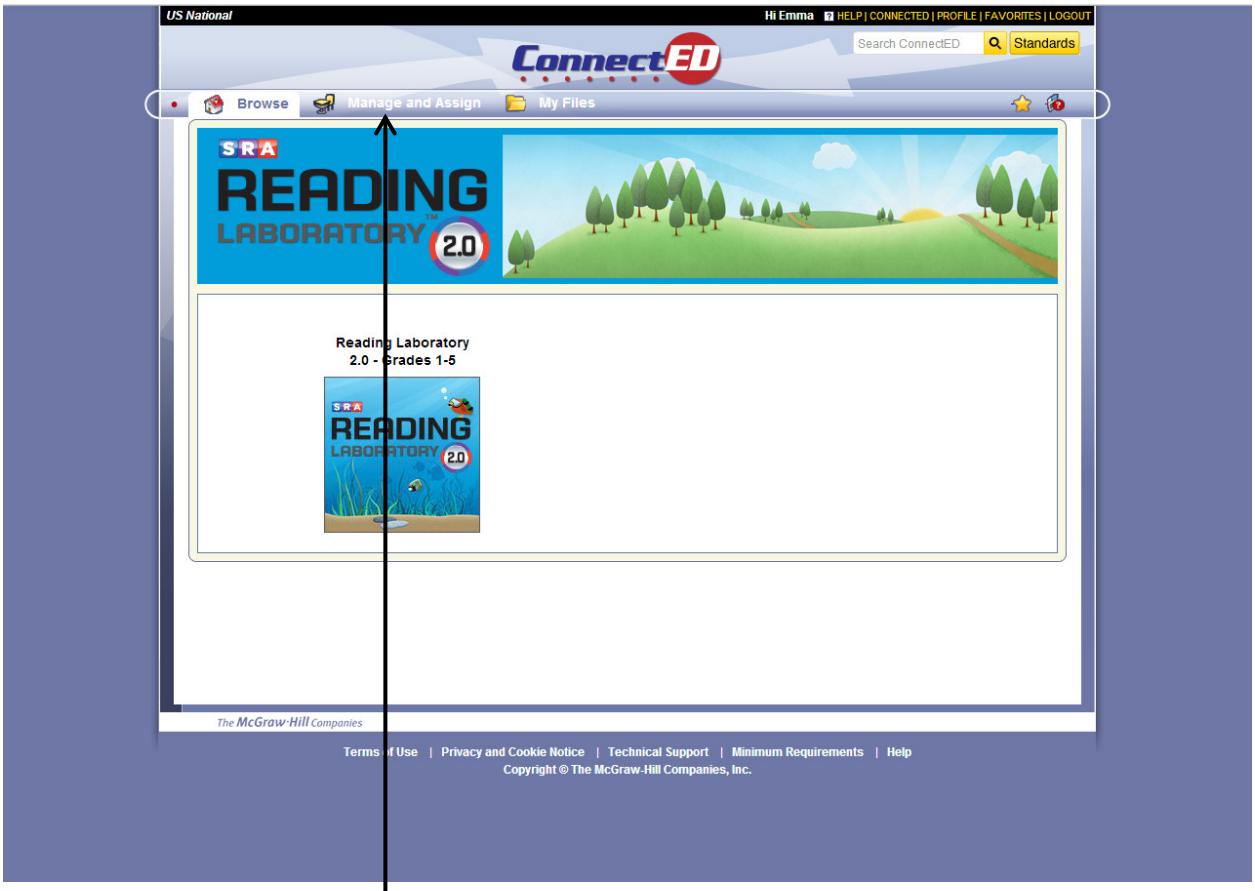
The Redemption Code is above, please click OK

The Student Edition will now appear in your Book Bag. You can assign content to students indivudally from this screen.

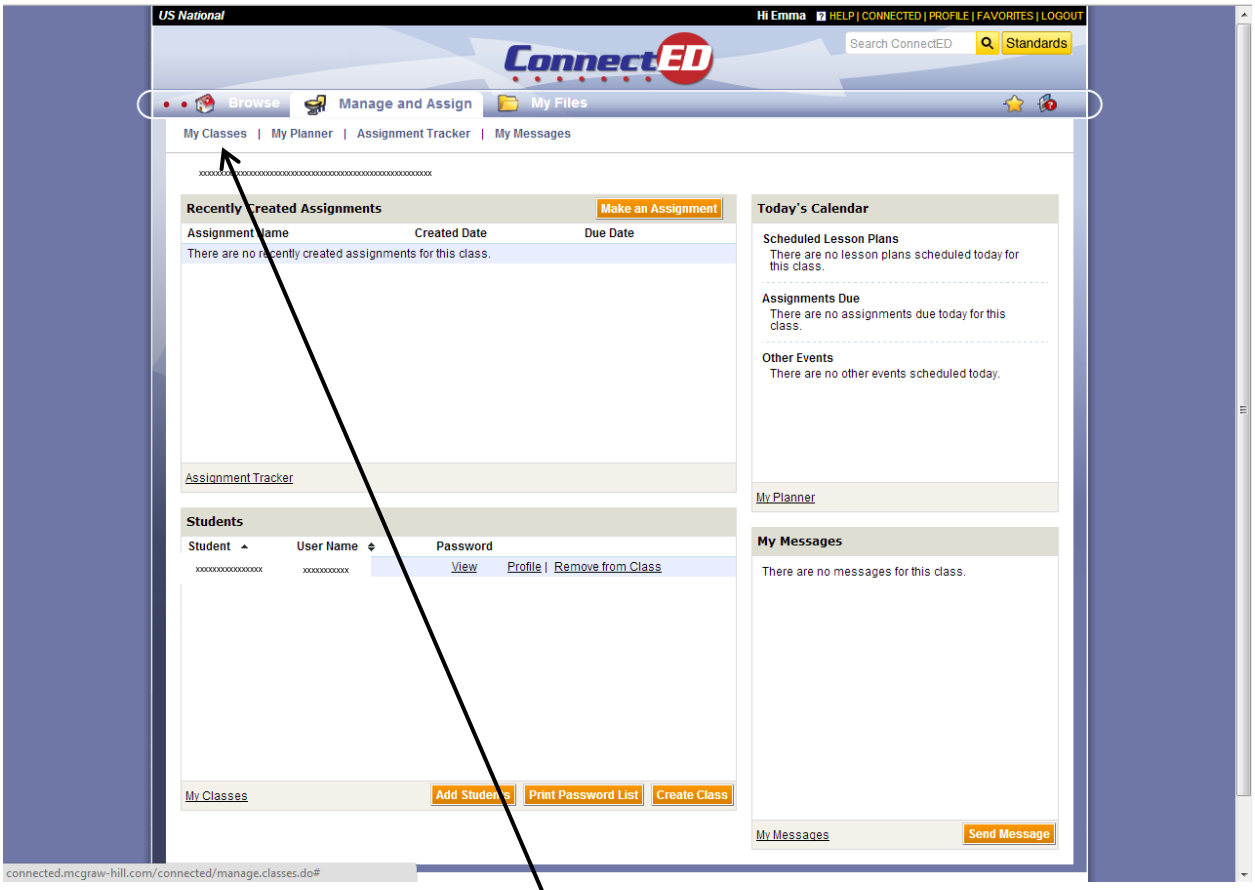


Creating a Class

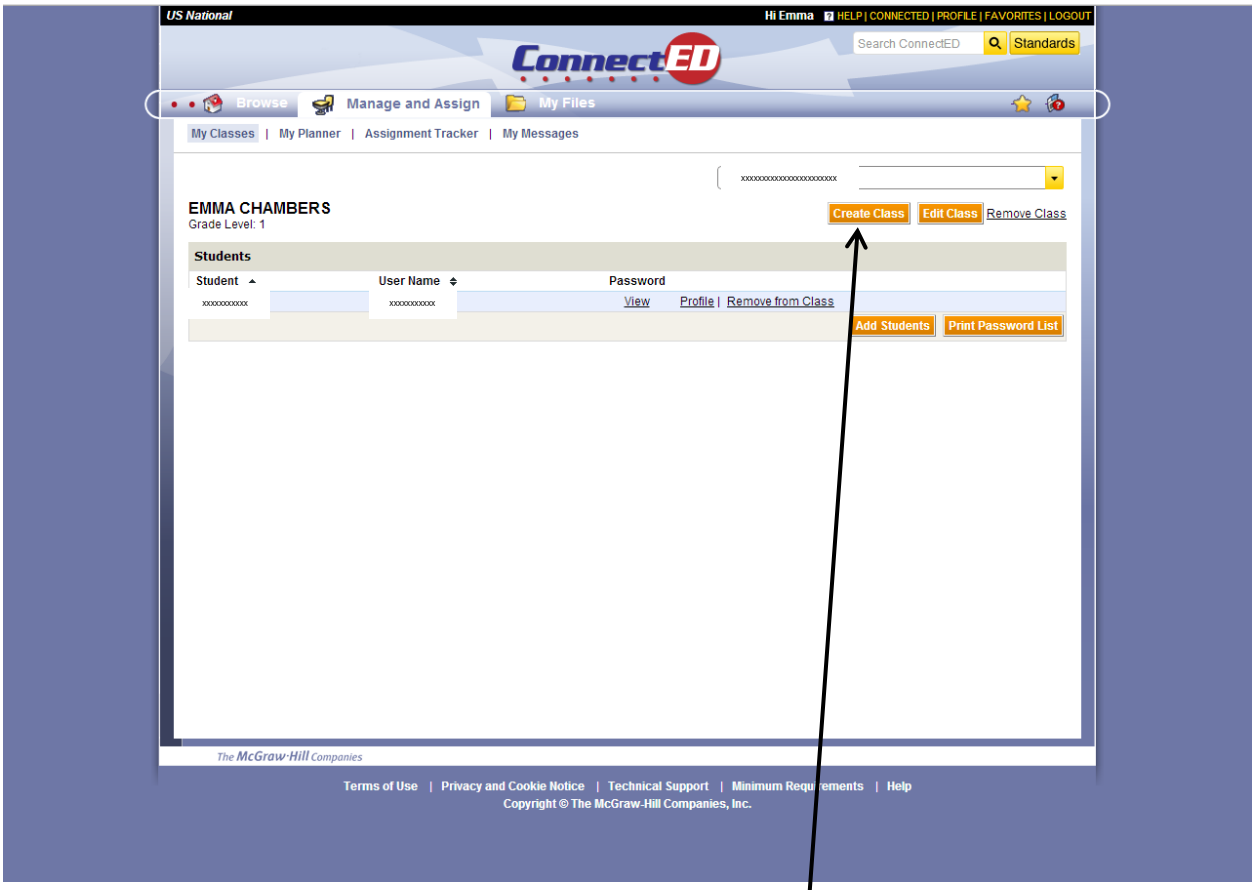
Click on the Calendar/Notebook on the Teach Edition.
Associated Course Content:



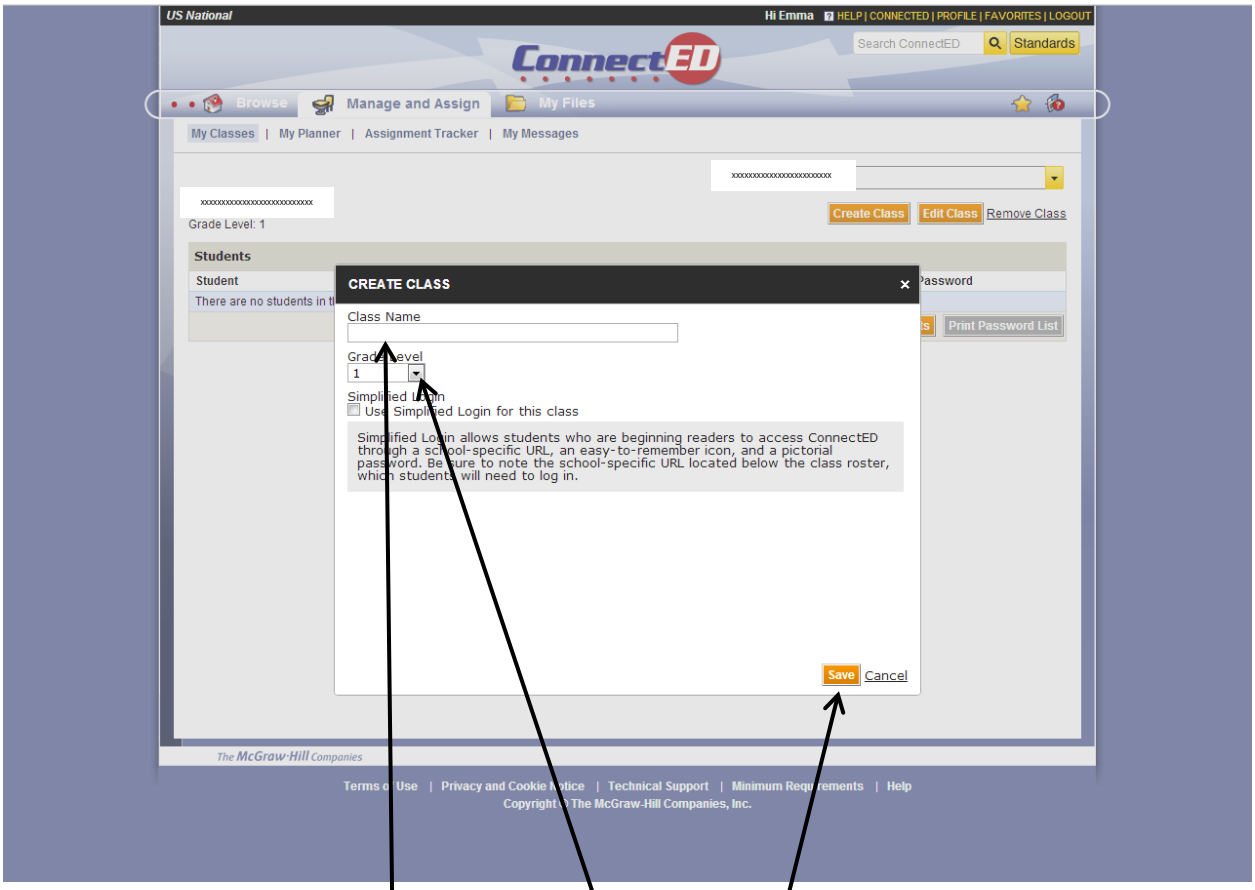
Click on the “Manage and Assign” option



Click on the “My Classes” tab



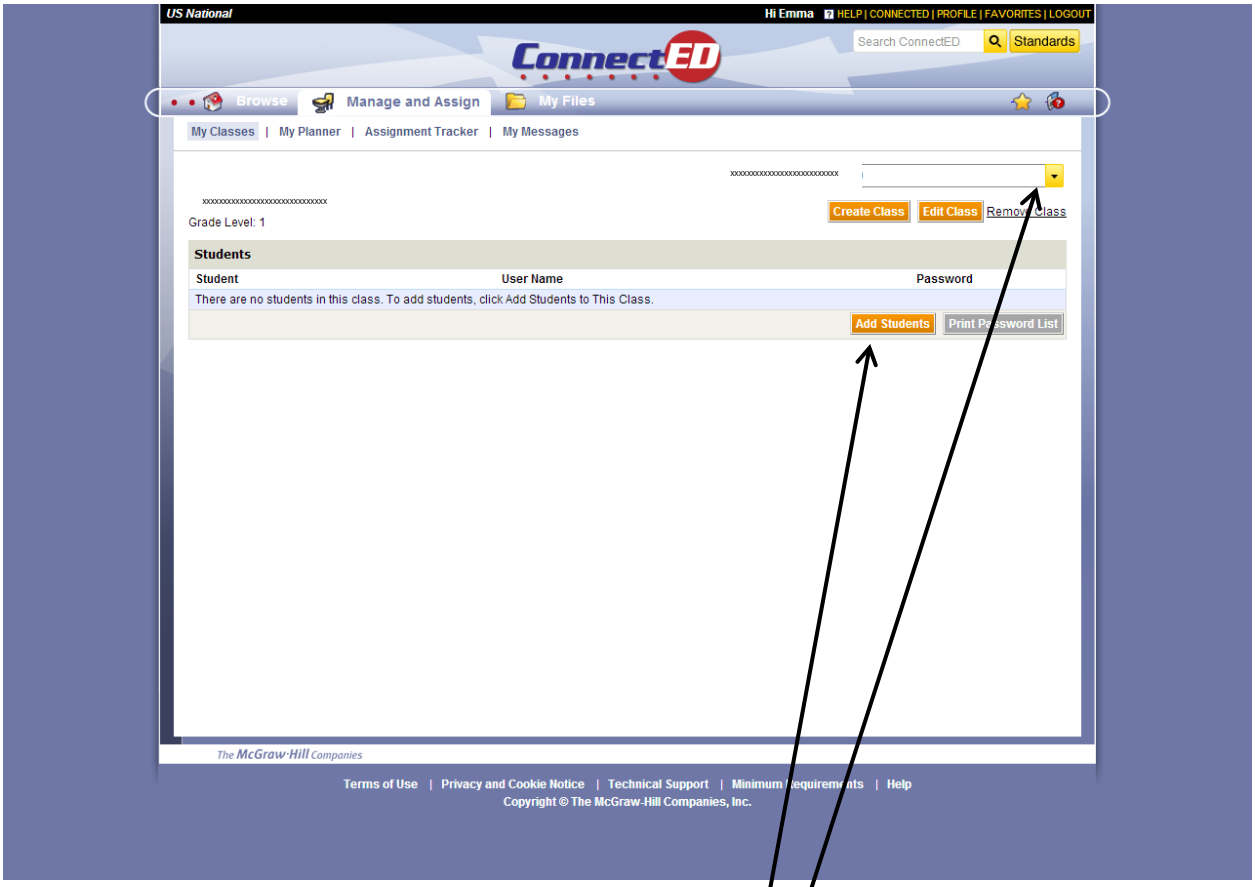
Click on “Create Class”



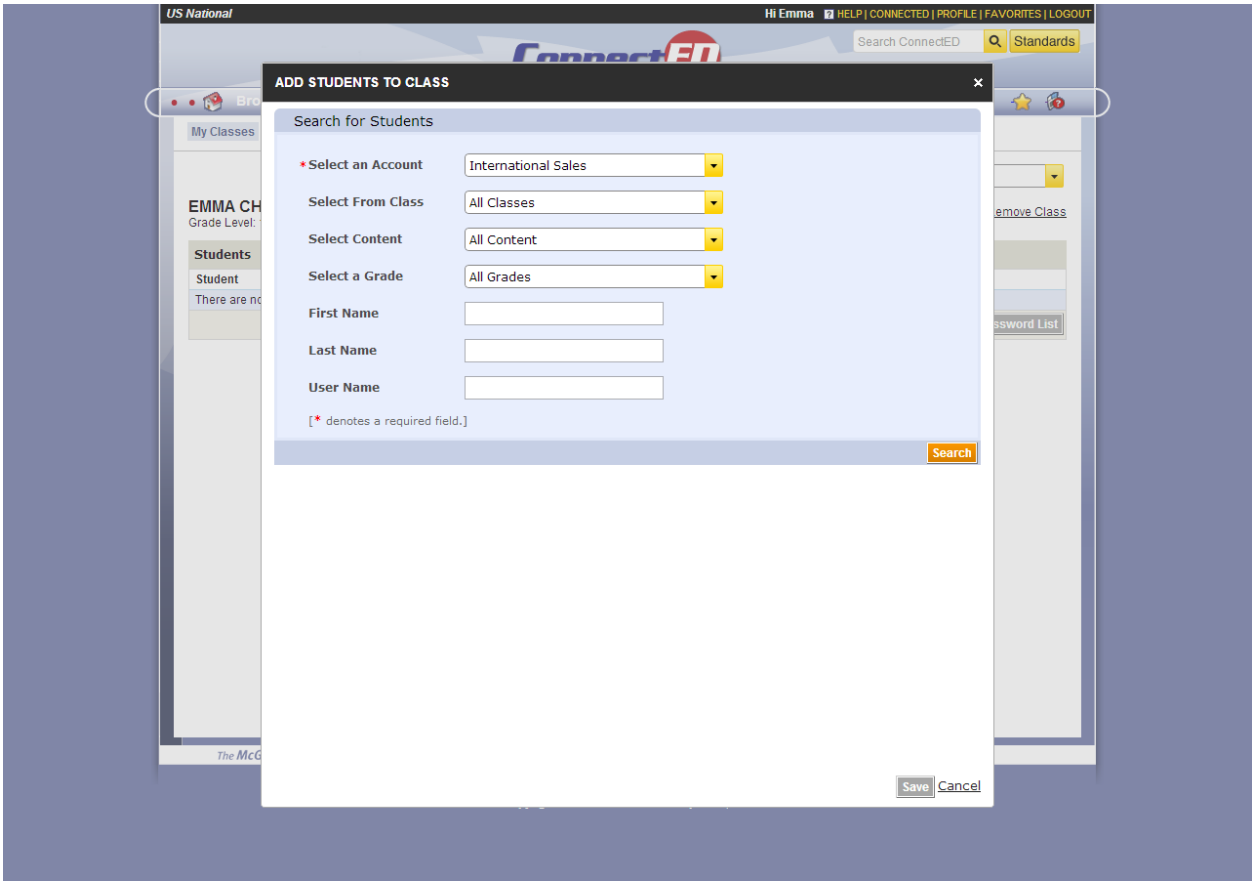
Complete the Class Name and Grade Level in the Dropdown box

Click on Save once completed

(Do not tick the “Simplified Login” unless you are sure that you want to use this option – speak to your Sales Consultant for advice)



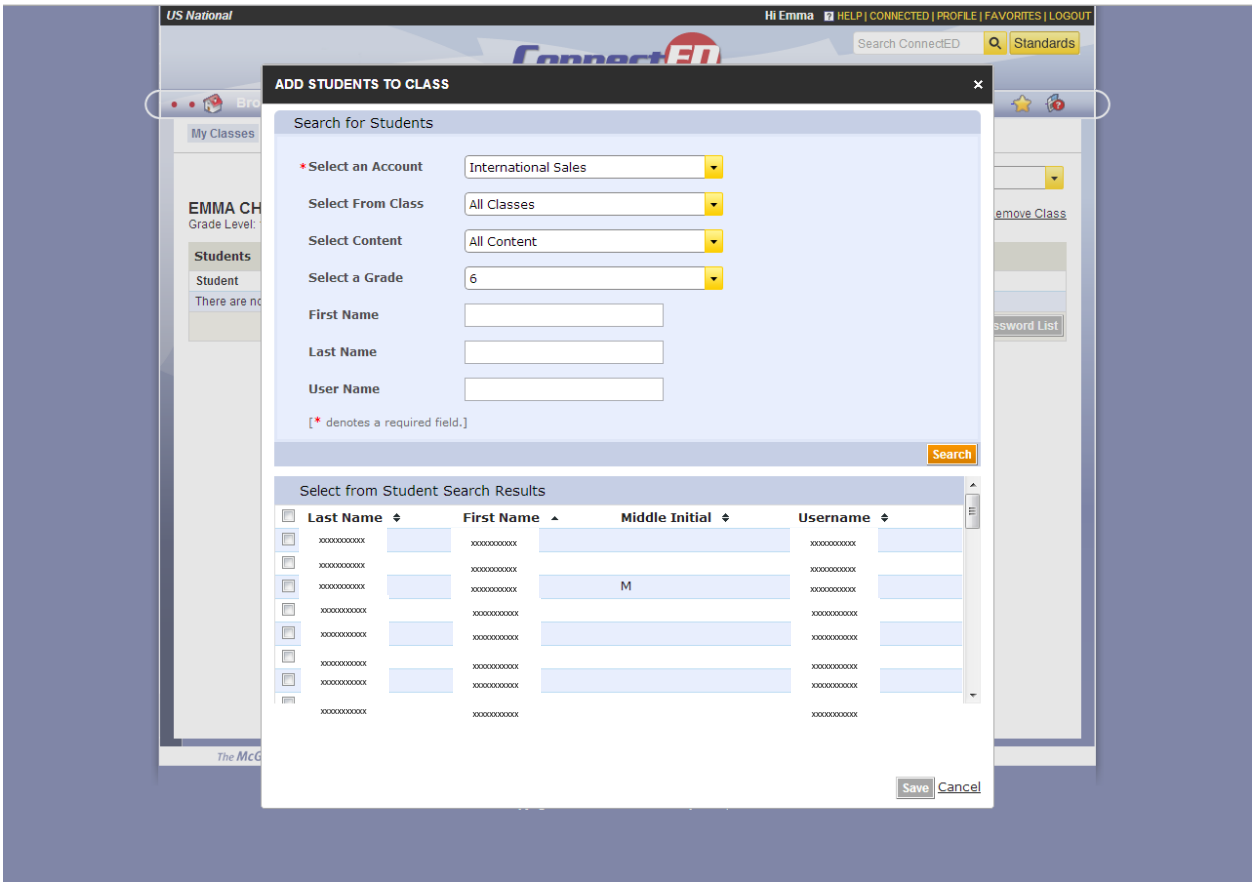
Select the relevant class from the dropdown box and click “Add Students”.

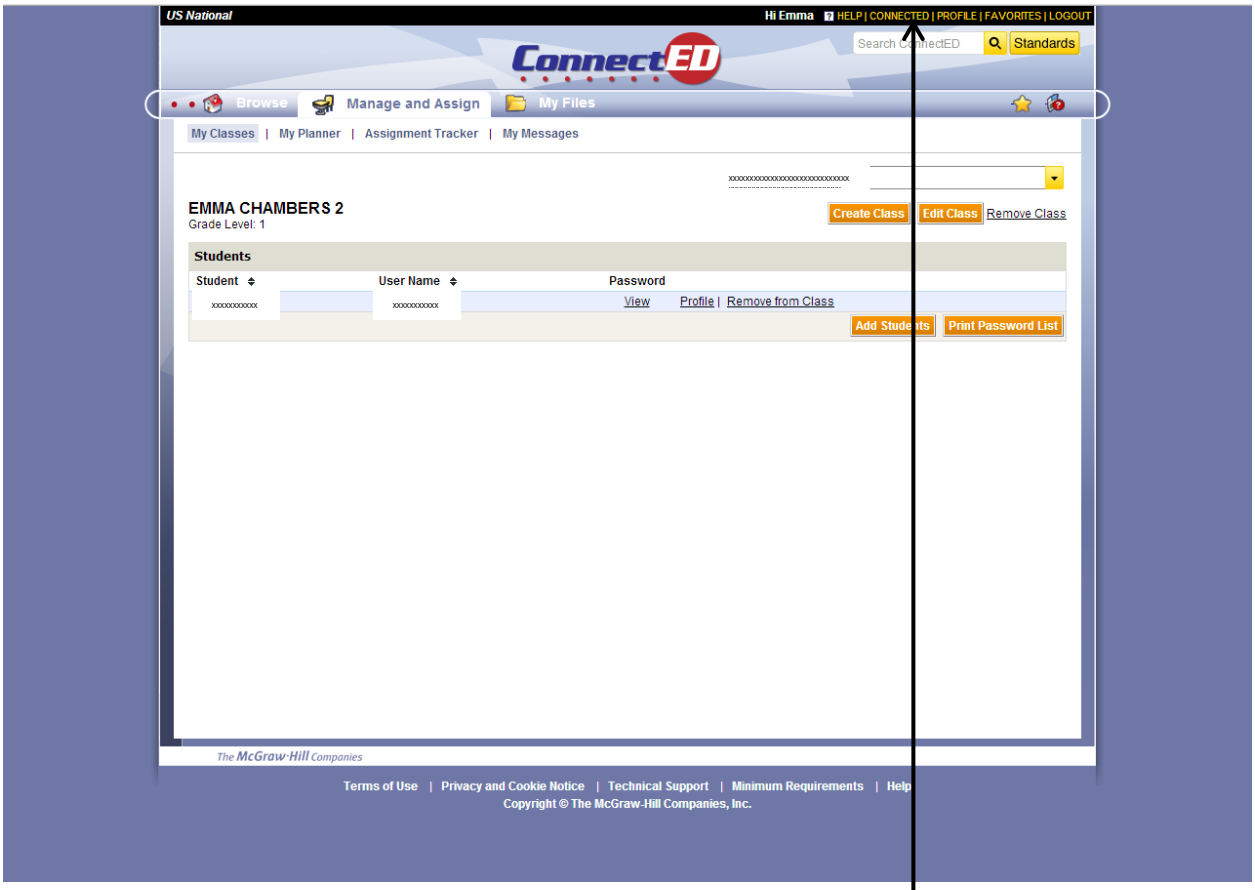


When selecting students you can select from the options listed above.

However, the easiest way to search is via Grade Level:

A list of all students in Grade 6 will appear


US National
Hi Emma
HELP | CONNECTED | PROFILE | FAVORITES | LOGOUT
Search ConnectED
Standards
My Classes
EMMA CH
Grade Level:
Students
Student
There are no
emove Class
ssword List
ADD STUDENTS TO CLASS
Search for Students
*Select an Account
International Sales
Select From Class
All Classes
Select Content
All Content
Select a Grade
6
First Name
Last Name
User Name
[* denotes a required field.]
Search
Select from Student Search Results
Last Name
First Name
Middle Initial
Username
M
Save
Cancel



The selected students will now appear in the Class.

Once all students have been assigned to their Class, please click on the “CONNECTED” option to return to the Main Menu/Book Bag